

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5251

TITLE: SPACE PLANNER I

GRADE: S-24

DEFINITION:

Under general supervision, performs professional work related to the design, planning, allocation, occupancy, and usage of office space in order to meet County requirements in a timely, orderly, and cost-effective manner; manages space planning projects; oversees the work of contractors; ensures work complies with budgetary requirements as well as County policies and procedures; performs other work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Space Planner I is distinguished from the Space Planner II in that the Space Planner I conducts professional space planning work under supervision including managing space planning projects; overseeing the work of contractors; ensuring work complies with budgetary requirements as well as County policies and procedures; whereas the Space Planner II Serves as the lead interior designer/space and supervises a group Space Planners in the completion of space planning projects.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Performs project development and research for space planning projects;
Identifies resources needed to complete space planning projects;
Develops or reviews programming documents based on survey results, County standards and guidelines and budget restrictions;
Prepares space plans, system furniture plans, specifications or proposals as required for the design process;
Manages entire design process for space planning projects from programming to post occupancy;
Oversees work of contracted firms;
Reviews project budgets and construction documents;
Reviews and makes recommendations on interior design packages;
Ensures all documents adhere to contract guidelines and established budget requirements;
Performs inspections of interior tenant build-out and systems furniture installations to ensure compliance with plans;
Maintains a project file of all documentation and notes;
Conducts final project walk-throughs and post-occupancy evaluations;
Keeps supervisor (Space Planner II) advised on project status, major impacts on costs, time or resources;
Makes formal and informal presentations regarding space plan and interior design drawings.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)

Knowledge of the principles, practices and techniques concerning space planning;

Knowledge of the techniques required in planning, designing, layout and utilization of space;

Knowledge of timeline and budget preparation;

Ability to plan, organize and carry out space projects effectively and independently;

Ability to present the results of research effectively in oral, written, and graphic form;

Ability to lead a small group of technical and clerical personnel engaged in space planning work;

Ability to establish and maintain effective working relationships with associates, subordinates, representatives of other agencies and the general public;

Ability to oversee the work of contractors;

Ability to use a computer to access information, conduct research and to perform basic word processing and spreadsheet operations;

Ability to establish and to maintain good working relationships with co-workers, elected and appointed officials, development representatives and citizens;

Ability to speak effectively before individuals, citizen groups and public bodies;

Ability to meet and to deal effectively with County representatives, applicants and the public;

Ability to work independently, to set individual priorities, to manage time effectively and to apply consistently sound judgment.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Graduation from an accredited four-year college or university with a degree in architecture, interior design, space planning or a related field of study; PLUS three years of experience in space planning, interior design, architecture, or a related field. A Master's degree in space planning, interior design, architecture or a related field may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED:

July 31, 2013